

BY ORDER OF THE COMMANDER

SAFB INSTRUCTION 36-2902, CHANGE 1
30 April 1998



Personnel

**ADMINISTRATION OF MILITARY STANDARDS
AND DISCIPLINE TRAINING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction contains changes to the 15 October 1997 publication, which retains the original date. Changes to this instruction have been dated 30 April 1998, Change 1.

The paragraphs on page 7 preceded by an “*” and the “Phase V” column on page 9 were changed in accordance with 2AF guidelines indicates revisions from the 15 October 1997 edition.

Pages 7 and 9 change inserts can be obtained through Base Publications Distribution Office. Electronic version contains the completed instruction to include the changes and do not need page insertion.

15 October 1997



Personnel

**ADMINISTRATION OF MILITARY STANDARDS
AND DISCIPLINE TRAINING****COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

This instruction implements Air Force Policy Directive 36-29, Mar 94, Military Standards, and establishes the procedures for military standards and discipline of assigned enlisted non-prior-service (NPS) students attending initial skills training as outlined in AETCI 36-2216. The program is designed to continue the students' military training and to develop highly motivated, dedicated, and professional airmen by fostering acceptance of discipline, sense of duty, and esprit de corps. This instruction defines the general military standards, responsibilities, and related procedures which are expected of all student airmen assigned to Sheppard AFB, and applies to all NPS personnel assigned to the 82d Training Wing (82 TRW). All other geographically separated units, detachments, and operating locations will abide by these policies. **Any deviations from these policies must be approved in writing by the assigned group commander, or deputy group commander in the group commander's absence.**

SUMMARY OF REVISIONS

2.1.10. Added MTF Chief and Senior MTM. 2.1.11. Added When allowed, alcoholic beverage consumption will be confined to designated base facilities. 2.1.13.2. Changed three miles to 5. 2.3. Changed frequency of open locker/room/personal inspections. 4. Added Personnel awaiting discharge should not be sent to MTD. 4.2. Added senior MTM as approving authority for entry into MTD. 10.1. Added MTF Chief. An "***" indicates revisions from the previous edition.

Section A – Military Standards for Airmen**1. General Standards**

1.1. Airmen must understand that training at Sheppard is two-fold: military and operations training. By stressing both types of training, the Air Force develops professional airmen who have the motivation and desire to face the challenges ahead of them in the Air Force. If individual academic or military performance does not meet minimal acceptable standards, airmen may be retained or reduced in phase by the squadron commander, military training flight (MTF) commander, first sergeant, or senior military training manager (Sr MTM) until they demonstrate the ability to meet those standards. Violations of this instruction are punishable under Article 92, Uniform Code of Military Justice (UCMJ), and may result in administrative or punitive action.

1.2. Students are assigned to the 82 TRW to develop the military bearing, standards of conduct, and self-discipline necessary for a successful Air Force career, and at the same time, learn a skill that will make them productive airmen in the United States Air Force. Airmen must use their time wisely. Personal activities must not interfere with the ability to achieve these Air Force objectives.

1.3. Each student in training is entitled to live in an environment that is conducive to learning. It is each student's duty and responsibility to report any student who does not comply with the requirements of this instruction (i.e., violation of quiet hours, phase breaking, unauthorized visitors, unauthorized possession or consumption of alcoholic beverages, etc.).

***1.4.** Students will be placed in mandatory study periods for block failures until they pass their next block test (not the make-up block test). The operations training report card will be used to document excellent achievement whenever appropriate. All NPS reclassified students can be placed in a reduced phase as deemed appropriate by the squadron and/or MTF commander.

Section B – Individual Responsibilities

2. Requirements and Prohibitions. Each NPS student will:**2.1.** Read and comply with the standards and requirements set forth in this instruction.

2.1.1. Carry and safeguard (at all times) the SAFB Form 303/303A, Military Standard for Enlisted (MTSE) Phase Card, which is issued to them. Students will not allow another person to use their SAFB Form 303 but will surrender it to proper authorities when directed to do so. If airmen are directed to surrender this card, they will return to their dormitory immediately, and report to the charge of quarters (CQ) unless directed to do otherwise.

2.1.2. Carry at least two properly filled out AETC Forms 341, Excellence/Discrepancy Report, at all times, to include when in civilian clothes. Airmen will present one of these forms to proper authorities when directed to do so.

2.1.3. Keep dormitory rooms in inspection order at all times in accordance with the squadron's student handbook. Phase I and II students' beds will be made with issue sheets and issue blankets as top cover. Phase III, IV, and V students may use personalized bedspreads and display pictures on the students' desk in a frame. The pictures may not show any nudity or be perceived as obscene. Pictures or posters will not be hung on the walls or lockers. All students may display one alarm clock or clock radio on their night stand or desk. Furniture will be organized in accordance with each squadron student handbook.

2.1.4. Stand weekly personal inspections and weekly room inspections (students need not be present for room inspections unless otherwise directed).

2.1.5. Participate in student review, retreat and parade ceremonies when scheduled.

2.1.6. Observe quiet hours in the dormitory from 2000 to 0400 on nights before a duty day and from 2200 to 0400 on nights before a non-duty day. During quiet hours, airmen will not cause or engage in any activity which will result in any noise or disturbance audible outside their room.

2.1.7. Turn out the lights in student rooms from 2300 until 0400 on nights before a duty day. If dismissed from school between 2100 - 2400, "lights out" will be 0130. If dismissed from school between 2400 and 0100, "lights out" will be 0230. During "lights out," students will remain in their assigned room, with the exception of CQ duties or emergencies. For students in Phase V the "lights out" rules apply except that they are not required to be in their assigned room until their normal curfew hour.

2.1.8. Students will not enter the living quarters of any dormitory to which they are not assigned or the quarters

of any Sheppard AFB permanent party personnel unless specifically approved by the student's squadron commander. The NPS students will not allow anyone not assigned to their dormitory to enter the living quarters of their assigned dormitory. All permanent party personnel are restricted from student dormitories unless on official business. Students will not enter any local area hotels/motels or the Sheppard Inn for any reason unless authorized in writing by their MTF commander, first sergeant, or Sr MTM. Local area for hotel/motel use is defined as any area within a 100-mile radius around Sheppard AFB.

***2.1.9.** Students will not enter the dormitory living quarters of a member of the opposite sex, nor will they allow members of the opposite sex to enter their dormitory living quarters. This includes the hallways of dormitories with community latrines.

***2.1.10.** Students will not enter the Enlisted Club or Officers' Open Mess unless permission is requested and received from their MTF commander/chief or Sr MTM for a specific purpose (i.e., being taken to dinner by visiting parent or close relative who is authorized to use the club facilities) or in Phase V with MTM permission.

***2.1.11.** Students will not possess or consume alcoholic beverages in student dormitories or any parking lot at any time on Sheppard Air Force Base. When allowed, alcoholic beverage consumption will be confined to designated base facilities (such as bowling alleys, Community Activity Center, golf course facilities). Regardless of phase, airmen under the age of 21 will not consume or possess alcoholic beverages on or off base. No airman will provide alcoholic beverages to any other airman that is under the age of 21 or is in Phase I status.

2.1.12. Students will not smoke inside any government building at any time. Smoking and use of smokeless tobacco will be confined to designated outside areas as directed by the MTF commander or designated representative. **NOTE:** The use of tobacco products is prohibited during duty hours and/or while in uniform.

***2.1.13.** Each squadron will conduct physical conditioning (PC) leadership sessions between 1550 and 1650 during Oct - May and 0430 - 0530 during Jun - Sep (S & A shifts). The B- and T-shift students will also be scheduled for 3 days of PC leadership between 0930 and 1030. PC is an "out and back" run each Monday, Wednesday, and Thursday. See Table 2.2, PC Run Schedule for squadron start times. A PC leadership make-up day will be offered on Saturdays (along with MTD PC or as a separate PC leadership). Three days of PC leadership participation per week are mandatory for all students, regardless of phase or shift. Students in Day 2 of inprocessing may be excused from PC leadership by

their MTM for that Wednesday only. Each NPS student can be excused 1 day per week by his/her MTM if he/she has a valid appointment. The PC leadership attendance will be linked to phase advancement. Students missing more than one scheduled PC per week, regardless of excuse, must make-up those PC days before phase progression will be allowed. Students who do not make up the balance of excused (more than one per week) or unexcused PC days will be phase delayed. Students must maintain their BMT 2-mile run time within 1 minute in order to phase up. Squadron commanders may approve exceptions to these requirements, such as valid medical waivers. If a student fails to maintain his/her BMT 2-mile run time within 1 minute while in a phase, he/she can be phased back to the next lower phase until the 2-mile run time meets standards. The PC attendance roster will be controlled by student leaders. The PC leadership will be run in ability groups, using the students' times from Basic Military Training (BMT) graduation run test (See Attachment 3, Table 2).

2.1.13.1. The MTMs, academic instructors, or other designated permanent party personnel will supervise each PC leadership training period. Each leadership group will complete the PC leadership designated route as directed or run for 30 minutes if running other than the designated route of run (i.e., circular route).

***2.1.13.2.** The PC weather conditions: In hot weather, do not conduct runs during heat index stages IV and V. Students may run in the rain but not when lightning is within 5 miles. Students normally run in wind chill indexes as low as 20 degrees Fahrenheit. If the wind chill is less than 20 degrees Fahrenheit, the 82 TRSS/CC or higher authority will decide whether to conduct PC on a case-by-case basis. (See Attachment 3, Table 2.1, for PC uniform requirements.) In the event of severe weather immediately prior to or during PC, the Sr MTM on scene will be responsible for recommending cancellation to 82 TRSS/TTM or higher.

***2.1.13.3.** PC gear is a uniform designed for wear while participating in physical conditioning activities and when otherwise designated. All appropriate rules and regulations on military bearing, dress, and behavior apply. Therefore, all personnel reporting for PC should be properly attired and personally groomed in accordance with applicable regulations. While there will be no formal inspections associated with PC, obvious violations of basic standards should be handled on an individual basis. Hair length requirements, jewelry wear, smoking, and other standards apply to the PC gear; however, it is recognized that bands, pins, hairclips, etc., which keep the hair from hanging below the collar may become displaced due to the nature of the activities associated with PC.

2.2. The T- and B-shift students, if dismissed from school after 2100 but prior to 2300, may go to eat at the building designated for midnight chow but must return by 2400 and remain in the dormitory. If dismissed from school between 2300 and 2400, students may go to eat at the building designated for midnight chow but must return by 0100 and remain in the dormitory. If dismissed from school after 2400, students may go to eat at the building designated for midnight chow but must return by 0200 and remain in the dormitory.

***2.3.** Inspection Program: Students are always vulnerable to random room/personal inspections, the primary purpose of which are to determine and to ensure the security, military fitness, and good order and discipline of the organization to which the airmen are assigned. During the duty week, student leaders will inspect their assigned students for personal appearance daily. Student leaders will send students to the duty MTM if severe personal appearance discrepancies exist. The duty MTM will ensure these discrepancies are corrected and the student is returned to school in a timely manner. Student leaders can pull both positive and negative AETC Forms 341; however, these forms must be approved by the student's MTM and will not be considered valid until approved. The MTF commanders will assist MTMs in inspecting rooms on an announced basis (i.e., every Wednesday). Students need not be present for this inspection. Group and squadron commanders or designated representatives will assist MTMs in conducting an open locker/room/personal inspection on an announced basis. This inspection will be conducted on any day during the months of February, April, June, October, and December.

2.4. Each squadron will require every NPS student to sign out and sign back in on SAFB Form 430 (or squadron adopted form) every time they depart Sheppard AFB. (See Attachment 2.) All NPS students are required to follow these procedures.

2.4.1. Each squadron will establish a procedure for reporting the unauthorized absence of NPS students. Ensure the Sr MTM and the MTF commander are notified of any absence lasting between 1 and 8 hours and the squadron commander is notified of any absence lasting between 8 and 24 hours. These requirements are in addition to normal reporting requirements.

2.4.2. All staff members and students will treat the unauthorized absence of a NPS student as an indication that something may be severely wrong. The NPS students must understand that an unaccountable student's interests are not best served by failing to report the absence.

2.5. To progress in any phase, students must demonstrate military excellence, as determined by the

student's MTM. Denial of phase progression by an MTM must be documented and filed in the student's PIF. As a result, all NPS students must meet with their respective MTM prior to progression in phase to discuss their progression or failure to progress in phase. A trainee may be delayed in phase or phased back for misconduct, non-compliance with phase rules, academic difficulties, etc. It is the duty of the student to make an affirmative request to progress to the next phase. Regardless of time in phase a student may remain in a current phase until such a request is made.

2.6. Any deviations from the policies in this instruction must be approved by the assigned group commander or deputy group commander in the group commander's absence.

Section C – Common Terms Explained

3. During training at Sheppard, you may hear the following terms:

3.1. Military Training Manager (MTM) - A permanent party member who is assigned to the MTF to advise, lead, and manage students during their operations and military training at Sheppard AFB.

3.2. Student Leader - A student leader is a NPS operations training student appointed to assist permanent party personnel in the administration and supervision of students in their respective MTFs. The student leader program is designed to develop qualities of leadership and to improve squadron management and supervision. Selectees are trained to perform their duties as student leaders. Student leaders are authorized to wear aiguillettes on base only. Aiguillettes are worn on the left shoulder in the following colors which conform to descending priority of student positions: red, yellow, and green. Special Activities Teams student leaders are identified by gold, silver, blue/silver, and blue/gold aiguillettes which conform to descending priority of SAT leader positions.

3.3. Duty Hours - Times set by group commanders or from the first to last formation of the day.

3.4. Day 1, day 2, and day 5 - In-processing orientations completed during the first week on base.

3.5. The Enlisted Open Mess - The club for enlisted members. (See para 2.1.10.).

3.6. Non-prior service (NPS) - A NPS student is any airman who has been in student status since BMT and has never been assigned to an operational unit, including SAT, SIT, SOT, and ITI personnel.

3.7. OOM - Officers' Open Mess - The club for officer members.

3.8. Open Mess - A club in which membership is open to all persons in a specific category.

3.9. POV - A privately-owned vehicle (includes all motor vehicles, bicycles, skateboards, roller skates and in-line skates).

3.10. Proper Authority - Any permanent party officer, noncommissioned officer (NCO), senior airman, or student leader.

3.11. Shift Leader - red rope

3.12. Flight Leader - yellow rope

3.13. Element Leader - green rope

3.14. Quarters - Dormitories, facilities, or homes in which military personnel live.

3.15. Quiet Hours - The periods during which loud or boisterous conversations, activities, radios, TVs, stereo playing, or other noise is prohibited. In dormitories, noise should not be audible outside of the occupant's room.

3.16. Student Awaiting Training (SAT) - Students who have completed required inprocessing but haven't started their operations training.

3.17. Student In-processing Training (SIT) - New arrivals who are in required inprocessing.

3.18. Student Out of Training (SOT) - Students who have graduated or have been eliminated from operations school and are awaiting departure or other disposition.

3.19. In Training Ineffective (ITI) - Students who are enrolled in a course but not currently attending classes for that course.

Section D – Military Training Day (MTD)

***4.** Introduction. This program is designed for those who elect to challenge the system versus challenging themselves. It reverts students back to the BMT environment. It is used as an attention getter/wake-up call to provide extra training to the student, reduce Articles 15 and ensure gaining commanders receive quality airmen. Personnel awaiting discharge should not be sent to MTD.

4.1. The schedule for MTD will be the following:

0600 - Room/Open Locker/Personal Inspection in Service Dress

0700 - Breakfast BMT Style - no talking, side steps through line

0800 - Open Ranks Inspection and Drill in BDUs

0930 - PC (exercise and formation run)

1100 - Lunch BMT Style

1200 - Details

1500 - Core Values/Discussion

1600 - Formation/Released

***4.2.** Conditions for entry into the MTD: Anytime, at the discretion/approval of the squadron commander, MTF commander, first sergeant, or Sr MTM.

4.3. General Guidelines: The MTDs are always performed on Saturdays as a group (versus squadron) regardless of the number of students participating and from which squadron they are assigned. The MTD students will ask for permission to adjust, speak, and use facilities throughout MTD (students will not speak unless spoken to by the dining facility staff, MTM, duty NCO, or person higher in the chain of command). They will side step at attention through the dining facility line, stand waiting at attention at the dining table until all MTD students are present, then ask for permission to be seated. The MTD students will walk at a quick time directly to and from locations when not in formation. The MTD students who fail any inspection will be extended in MTD one additional Saturday. Students will be expected to have themselves and their rooms in excellent inspection order (mediocrity is not the accepted standard during MTD). The MTD student roommates must not interfere with inspection process; if they choose to remain in the room, they will also be inspected.

Section E – Phase I Military Training Standards

5. Introduction. Airmen may find operations and medical training somewhat different from what they experienced at Basic Military Training. At Sheppard AFB, students will assume greater personal responsibility in making their own decisions in a less supervised environment. Phase I is designed to assist airmen in the transition from the strict Basic Military Training environment to an environment where they will be able to accept more control over their conduct, appearance, and performance.

5.1. Applicability - This section applies to NPS students from the date of arrival at Sheppard AFB through 14 calendar days (except reclassified students as specified in 1.4) and other NPS students that have been properly

placed in Phase I status. The SAFB Form 303 must be stamped with a Roman Numeral I.

5.2. Individual responsibilities, requirements and prohibitions. While in Phase I, students will:

5.2.1. Remain on Sheppard AFB.

5.2.2. Remain in proper military uniform at all times and not wear civilian clothes on or off duty (except in their dormitory room or hallway).

5.2.3. Not use or enter any POV.

5.2.4. Not purchase, possess, or consume alcoholic beverages; not attend any open mess facility.

5.2.5. Return to and remain in the assigned dormitory from 2100 - 0400 Sunday through Saturday (T-shift refer to para 2.2. and Atch 1).

5.2.6. Eat three meals per day in the assigned dining facility Monday through Friday, holidays excluded.

5.3. March at attention all times while in uniform whether in mass formation or individually (unless local weather conditions dictate otherwise).

5.4. Religious accommodation is based on the constitutional right of the free exercise of religion in accordance with DoD 1300.17 and Air Force policy as defined under AFI 36-2706, Section F - Accommodation of Religious Practices.

5.4.1. “Accommodating the religious practices of military members should not have an adverse impact on military readiness, individual or unit readiness, unit cohesion, health, safety standards, or discipline.” (AFI 36-2706, Section F, 4.41.2). Commanders and MTMs may refer unusual or difficult requests to 82 TRW/HC.

5.4.2. All NPS students will be given the opportunity to attend and/or participate in religious services. In addition, students may participate in religious programs such as the Chapel Ropes, religious education, and choir rehearsal, consistent with their training schedules. Any conflicts between duty schedule (CQ, details, etc.) and a student’s religious practice will be resolved at the lowest level of command. Commanders, MTMs, and students may seek the advice of 82 TRW/HC.

5.4.3. Phase I students may request in writing to go off base to attend religious services, if that particular service is not available through the Chaplain Service. The student initiates the written request to attend an off-base religious service. The request must include location, phone number, estimated departure and return time, and mode of

travel. The memo should be submitted to a shift MTM, Sr MTM, or squadron section commander for consideration not later than 1 duty day prior to the scheduled religious service.

Section F – Phase II Military Training Standards

6. Introduction. Phase II is less restrictive than Phase I; students are further assisted in accepting greater responsibility for their personal conduct while ensuring an environment suitable to their academic schedule.

6.1. Applicability. This section applies to students from the 15th through 28th calendar day after arrival and other NPS students that have been properly placed in Phase II status and must be properly annotated with a Roman Numeral II on SAFB Form 303.

6.2. Requirements to Enter. Has maintained a passing GPA and military excellence. Has participated in at least 2 days of PC leadership per week. Students missing more than 1 day of PC leadership per week (not canceled due to weather or command directed) must make up those PC days before phase progression will be allowed. The 100 percent PC leadership requirement is:

- 3 days participation per week
- 2 days participation + 1 excused absence per week
- All excused absences must be approved by an MTM.

6.3. Individual responsibilities, requirements, and prohibitions. While in Phase II, students will:

6.3.1. Remain in proper military uniform when in any dining hall and at all times when outside their dormitory. Must wear blues off base.

6.3.2. Remain on station from 2200 Sunday until 1700 Friday (holidays excluded).

6.3.3. Return to and remain in assigned dormitory from 2200 until 0400, Sunday through Thursday. Return to and remain in quarters from 2300 until 0400, Friday through Saturday (T-shift refer to para 2.2. and Atch. 1).

6.3.4. Not consume, possess, or purchase alcoholic beverages from 1700 Sunday until 1700 Friday (holidays excluded). Must be 21 or over and on-base to drink on weekends/holidays. Not consume, possess, or purchase alcoholic beverages at any time while off-base.

6.3.5. Not use or enter a POV from 2200 Sunday until 1700 Friday, holidays excluded.

6.3.6. Eat three meals per day in the assigned dining facility (Monday through Friday, holidays excluded).

6.3.7. March at attention at all times while in uniform whether in mass formation or individually (unless local weather conditions dictate otherwise).

Section G – Phase III Military Training Standards

7. Introduction. By the time students enter this phase, they should have developed behavioral patterns, study habits, and academic discipline which merit the privilege of relaxed phase restrictions.

7.1. Applicability. This section applies to students from the 29th through 90th calendar day after arrival (or until departing Sheppard if training does not extend to Phase IV) and other NPS students that have been properly placed in Phase III status. Students must complete all mandatory inprocessing before entering Phase III. The SAFB Form 303 must be properly annotated with a Roman Numeral III.

7.2. Requirements to Enter. Has complied with 100 percent PC leadership participation (see para 6.2.). Must have and maintain a 75 percent or passing GPA (whichever is greater) and military excellence.

7.3. Individual responsibilities, requirements, and prohibitions. While in this phase students will:

7.3.1. Remain on station and in uniform during duty hours and when conducting official business, (i.e., MPF, Hospital, Finance, etc.).

7.3.2. Not use or enter a POV during normal duty hours.

7.3.3. Not consume, possess, or purchase alcoholic beverages from 1700 Sunday until 1700 Friday (holidays excluded). Must be 21 or over to drink on weekends/holidays.

7.3.4. Return to and remain in their assigned dormitory from 2200 until 0400 on nights prior to a duty day, and from 2400 until 0400 before a nonduty day (T-shift refer to para 2.2. and Atch 1).

7.3.5. Eat two meals per day in dining facility, Monday through Friday (holidays excluded).

7.3.6. March at attention at all times while in uniform whether in mass formation or individually (unless local weather conditions dictate otherwise).

Section H – Phase IV Military Training Standards

8. Introduction. By the time students enter this phase, they should have greatly matured.

8.1. Applicability. This section applies to students from the 91st calendar day after arrival until the 180th day and other NPS students that have been properly placed in Phase IV status. The SAFB Form 303 must be properly annotated with a Roman Numeral IV.

8.2. Requirements to Enter. Has complied with 100 percent PC leadership participation. Must maintain a 75 percent or passing GPA (whichever is higher) and military excellence from the 91st day through the 180th day. Phase up may be permitted 14 days early provided the student has met the requirements for PC leadership participation and has achieved and maintained a 90 percent GPA by day 76. Early phase ups must be approved by the Sr MTM or MTF commander.

8.3. Individual Responsibilities, Requirements and Prohibitions. All of the requirements and prohibitions of Phase III apply with the following exceptions: no curfew Friday and Saturday, may be exempt from weekend details, supervised study, student reviews and parades at the discretion of the MTF commander or Sr MTM.

8.3.1. March at attention at all times while in uniform whether in mass formation or individually (unless local weather conditions dictate otherwise).

Section I – Phase V Military Training Standards

9. Introduction. By the time students enter this phase, they should have developed the mature and professional attributes the Air Force expects from its junior enlisted force. With approval of the squadron commander, MTF commander, or Sr MTM, a student will be placed in Phase V providing he or she is academically proficient and demonstrates military excellence.

9.1. Applicability. This applies to students from the 181st day until they depart Sheppard AFB; however, this does not apply to NPS students who have been properly placed in another phase status. The SAFB Form 303 must be properly annotated with a Roman Numeral V.

***9.1.1.** Requirements to Enter. Must maintain a passing GPA and military excellence from the 181st day through

graduation day. Phase up may be permitted 30 days early provided the student has met the requirements for PC leadership participation and achieved and maintained a passing GPA by day 150. Early phase up must be approved by the TRG/CC for academic and military excellence.

9.2. Individual Responsibilities, Requirement, and Prohibition. All of the requirements and prohibitions of Phase IV apply with the following exceptions:

***9.2.1.** Phase V students will keep their rooms neat and orderly at all times and will be subject to inspections on a random basis.

***9.2.2.** During duty hours and when conducting official business, students will remain in uniform.

9.2.3. In this phase, there are no restrictions on the use of POVs; however, the student will still be required to march to and from class. There are no restrictions on the number of meals that must be eaten in the dining hall.

***9.2.4.** Students will have no curfew but must observe quiet hours.

***9.2.5.** Students in this phase will participate in unstructured PC and be tested monthly for time. They must maintain their BMT PC 2-mile run time within 1 minute. If the student fails to meet his/her time within 1 minute, he/she will adopt a 3-day per week mandatory PC program for 3 weeks or until the BMT time is reached, whichever is longer.

9.3. The NPS students in Phase V may join and frequent the Enlisted/NCO Club with initial written approval from their MTM.

Section J – Military Training Standard for Married Airmen

10. Individual Responsibilities, Requirements, and Prohibitions.

10.1. Married personnel whose spouse lives in the city limits of Wichita Falls or Burkburnett may move off base

to live with their spouse upon reaching at least Phase III, if a request has been made to and approved by the squadron commander or designated representative.

10.2. Personnel who reside off base may use their POV on base for the purpose of commuting between their quarters and the squadron dormitory area. They will not use their POV to go home during lunch hour or to go to and from school (must march with squadron formations).

10.3. All other requirements such as those pertaining to drinking alcoholic beverages, wear of the uniform and PC leadership will be complied with. Should the MTF

commander or squadron commander determine that study habits or discipline are suffering because a student is living off base, the student will be required to reside in the dormitory and comply with all of the normal phase requirements. Married students should take special care in safeguarding their privileges.

****Section K - Forms Prescribed***

11. Forms Prescribed: AETC Form 341, Excellence/Discrepancy Report; SAFB Form 303/303A, Military Standard for Enlisted (MTSE) Phase Card; SAFB Form 430, Sign Out Log.

SCOTT C. BERGREN, Brig Gen, USAF
Commander

Attachments:

1. Phase Quick Reference Chart
2. SAFB Form 430
3. PC Ability Group Table, PC Uniform Table, and PC Run Schedule
4. PC Leadership Route of Run

PHASE QUICK REFERENCE CHART

| REQUIREMENTS | PHASE I | PHASE II | PHASE III | PHASE IV | *PHASE V |
|--------------------------------------|---|---|---|--|---|
| Duration of Phase | Arrival thru 14 th calendar day | From 15 th calendar day thru 28 th day | From 29 th calendar day thru 90 th day | Minimum 76 th calendar day, dependent on academic qualification | Minimum 151 st calendar day, dependent on academic qualification |
| Academic/Military Restriction | None | Passing average & military excellence | 75% GPA or passing (whichever is greater) and military excellence | Achieve and maintain by Day 76 – 90% GPA Day 91 – 75% GPA or passing and military excellence | Passing--May phase early (NET 150 days) with TRG/CC approval for academic and military excellence |
| Will remain on station | On and off duty | From 2200 Sun to 1700 Fri | During duty hours | During duty hours | No restrictions |
| Curfew Hours | 2100 - 0400 (Sun - Sat) | 2200 - 0400 (Sun - Thu) 2300 - 0400 (Fri - Sat) | 2200 - 0400 (Sun - Thu) 2400 - 0400 (Fri - Sat) | 2200 - 0400 (Sun - Thu) No curfew weekends/holidays | No curfew |
| T Shift Curfew | 2100 - 0400 (Sun - Sat) | 2200 - 0400 (Mon - Fri) 2300 - 0400 (Sat - Sun) | 2200 - 0400 (Mon - Fri) 2400 - 0400 (Sat - Sun) | 2200 - 0400 (Mon - Thu) 2400 - 0400 (Sun) | No curfew |
| Quiet Hours | 2000 - 0400 (Sun - Thu) 2200 - 0400 (Fri - Sat) | 2000 - 0400 (Sun - Thu) 2200 - 0400 (Fri - Sat) | 2000 - 0400 (Sun - Thu) 2200 - 0400 (Fri - Sat) | 2000 - 0400 (Sun - Thu) 2200 - 0400 (Fri - Sat) | 2000 - 0400 (Sun - Thu) 2200 - 0400 (Fri - Sat) |
| Will remain in uniform | On and off duty (except in living area) | On and off duty (except in living area) Blues off base | During duty hours | During duty hours | During duty hours and official business |
| Meals in Dining Hall | 3 per day Mon - Fri | 3 per day Mon - Fri | 2 per day Mon - Fri | 2 per day Mon - Fri | No restrictions |
| Alcohol consumption | None | Legal age; 1700 Fri to 1700 Sun; On base only | Legal age; 1700 Fri to 1700 Sun | Legal age; 1700 Fri to 1700 Sun | Legal age |
| POV (Ride or Operate) | No | From 1700 Fri to 2200 Sun | After duty hours | After duty hours | No restrictions (Must march to and from class) |
| Allowed to live off base | No | No | Yes, if spouse is here; SQ/CC approval | Yes, if spouse is here; SQ/CC approval | Yes, if spouse is here; SQ/CC approval |
| Physical Conditioning | 3 days p/wk std; maintain BMT time within 1 minute; minimum 2 days/wk to phase up | 3 days p/wk std; maintain BMT time within 1 minute; minimum 2 days/wk to phase up | 3 days p/wk std; maintain BMT time within 1 minute; minimum 2 days/wk to phase up | 3 days p/wk std; maintain BMT time within 1 minute; minimum 2 days/wk to phase up | Unsupervised PC, tested monthly for time |
| Room Personalized | No | No | Yes | Yes | Yes |
| March | To and from class and at all times while in uniform | To and from class and at all times while in uniform | To and from class and at all times while in uniform | To and from class and at all times while in uniform | To and from class and at all times while in uniform |
| Co-Ed Visitation | No | No | No | No | No |
| Room Inspections | Weekly (Random inspection, as directed at the squadron level) | Weekly (Random inspection, as directed at the squadron level) | Weekly (Random inspection, as directed at the squadron level) | Weekly (Random inspection, as directed at the squadron level) | Random basis; keep neat and orderly |

Notes: Holiday hours are the same as Fridays and Saturdays. All students must carry at least two (2) AETC Forms 341.

Table 2. **PC Ability Group Table**
Form ability groups based on the following times:

| Times | Group |
|-------------------------|--------------|
| Less than 14:00 minutes | A |
| 14:00 to 15:30 minutes | B |
| 15:31 to 17:00 minutes | C |
| 17:01 to 18:30 minutes | D |
| 18:31 minutes or more | E |

Note: No males should be in group E

Table 2.1 **PC Uniform Combinations**

| Wind Chill Index (Fahrenheit) | Uniform Combinations |
|--|--|
| 55 and above | T-Shirt and Shorts |
| 45-54 | T-Shirt, Sweatshirt, and Shorts |
| 40-44 | T-Shirt, Sweatshirt, Sweatpants, and Shorts (Gloves and Wool Caps are optional) |
| 20-39 | T-Shirt, Sweatshirt, Sweatpants, Shorts, and Gloves (Wool Cap is optional) |

Note: Uniform combinations consist of Air Force issue, Squadron, or Special Activities Team PC gear with white socks, running shoes, and appropriate undergarments. The PC uniform combinations will not be mixed. Wool cap will be AF inventory type. **This table is provided as guidance and is not directive in nature.**

Table 2.1.1. **PC Road Guard Uniform Combinations**

| Wind Chill Index (Fahrenheit) | Uniform Combinations (Road Guards) |
|--|---|
| 65 and above | T-Shirt and Shorts |
| 55-64 | T-Shirt, Sweatshirt, and Shorts |
| 45-54 | T-Shirt, Sweatshirt, Sweatpants, and Shorts (Wool Caps are optional) |
| 20-44 | BDUs, Field Jacket, and Gloves |

Note: All combinations include reflective vest; wool cap will be AF inventory type.

Table 2.2 **PC Run Schedule**

| A & S Shift (Oct – May) | | A & S Shift (Jun – Sep) | | T Shift | |
|------------------------------------|--------------------|------------------------------------|--------------------|-----------------|--------------------|
| Squadron | Start Times | Squadron | Start Times | Squadron | Start Times |
| 361/365 | 1550 | 366 | 0430 | 361/365 | 0930 |
| 362/363 | 1555 | 381/382/383/38 | 0433 | 362/363 | 0935 |
| | | 4 | | | |
| 364/381/382 | 1600 | 364 | 0435 | 364/381/382 | 0940 |
| 366/383/384 | 1605 | 365 | 0437 | 366/383/384 | 0945 |
| LATE START | 1610-1620 | 361 | 0440 | LATE START | 0950-1000 |
| | | 363 | 0443 | | |
| | | 362 | 0445 | | |
| | | LATE START | 0450-0500 | | |

Note: Squadrons arriving after “Late Start” will make up PC the following Saturday.

PC LEADERSHIP ROUTE OF RUN

